

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-036

OPENING DATE: 13 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 2004

POSITION TITLE AND NUMBER

Program Analyst
PDCN N00353000, MD #:TBD

UNIT/ACTIVITY AND DUTY LOCATION

DCSIM (J6), NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Rate of 10.09%)

GS-2210-07 (Trainee) \$29,473.00 - \$38,311.00 per annum

GS-2210-09 \$36,052.00 - \$46,870.00 per annum

EMPLOYMENT STATUS

Competitive Service

WHO CAN APPLY: The area of consideration for this announcement is the NCARNG Technicians Only. Applications will be accepted from current Competitive employees of the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 EXT. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 1 year experience at the GS-05 level which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-07 level or 1 year experience at the GS-07 level which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-09 level.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call, 1-800-621-4136 EXT. 6172/6431.

1. Knowledge of the mission, objectives, terminology, and management practices of the activity, agency and NGB.
2. Knowledge of Information Resource Management programs, fiscal law, army budgeting and accounting procedures, and the Programming, Planning, Budgeting, and Execution System.
3. Knowledge of Information Mission Area policies, procedures, regulations and precedents.
4. Knowledge of cost-benefit, life-cycle, and trends analysis fundamentals and procedures.
5. Ability to review, analyze, and resolve conflicts between local and higher regulations and the division to ensure they meet regulatory requirements. Ability to properly identify, maintain, and protect official records.

CONDITIONS OF EMPLOYMENT: The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Prepares the *state* Information Support Plan. Receives information and requirements from the various *divisions/branches* within the *organization*. Reviews agency/NGB architectures. Performs cost-benefit and life cycle analysis. Prepares the plan and submits to NGB. Coordinates with NGB and updates/changes the plan as required. Prepares Program Objective Memorandum (POM) submission. Reviews NGB and agency architectures and support plans, compiles data, conducts trend, cost, and life cycle analysis, prepares and forwards submission. Monitors status of POM and adjusts programs/plans as required. Manages the *organization's* Internal Controls program. Conducts audits of assessable programs, reviews findings, prepares reports and corrective action plans and monitors noted deficiencies. Analyzes new or proposed regulations, legislation, or operating procedures for impact on the information programs and operations mission. Develops regulatory and policy documents for the *organization*. Performs budget management functions for current and past budget year. Receives and reviews Annual Funding Program. Prepares management reports and provides funding status. Submits/adjusts obligation plans. Prepares authorization documents. Prepares validation documents and validates for fiscal law compliance. Creates reservations. Tracks transactions. Reviews obligation/purchase documents. Conducts internal budget meetings and prepares reports for agency Program Budget Advisory Council meetings. Coordinates disbursements and reconciles unliquidated transactions. Coordinates and prepares inter and intra agency funds transfers. Performs year-end closeout. Maintains informal commitment registers. Prepares and submits budget requests. Renews contracts and purchase agreements. Performs Cooperative Service Agreement services. Coordinates with State agencies and NGB program managers. Receives and reviews authorization documents. Allocates funds to appendices. Reconciles account activity, renews agreements, and performs year-end close out functions. Manages division Impact Card Program. Creates obligation documents, receives and reviews statements, resolves billing and payment disputes. Provides administrative support to the division. Schedules meetings, conferences, and travel. Maintains division suspense/activity databases. Conducts research and analysis. Prepares briefing and reports. Represents the *organization* at meetings and on committees. Performs other duties as assigned. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1